

KENTUCKY BOARD OF CERTIFICATION OF ALCOHOL & DRUG COUNSELORS  
BOARD MEETING MINUTES  
APRIL 3, 2007

A regular meeting of the Board of Certification of Alcohol and Drug Counselors was held at the Division of Occupations & Professions on April 3, 2007.

**MEMBERS PRESENT**

Michael Vance, Chair  
Jean P. Keen, Vice Chair  
Terry L. Reams  
Patrick M. McKiernan

**OCCUPATIONS & PROFESSIONS STAFF**

Wendy Satterly, Division Supervisor  
Karen Lockett, Board Administrator

**MEMBERS ABSENT**

Martha Roberts Hardesty  
Claude Wagoner, Director  
William Michael Sewell  
Chris Fajardo

**OTHERS PRESENT**

Diane Fleming – Board Attorney

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**CALL TO ORDER**

Michael Vance, Chairman called the meeting to order at 10:10 a.m.

**MINUTES**

Motion was made by Ms. Keen to approve the minutes of the March 6, 2007 meeting.  
Motion, seconded by Mr. McKiernan, carried.

**FINANCIAL STATEMENT**

Motion was made by Mr. Reams to accept the financial statement. Motion, seconded by Ms. Keen, motion carried.

**DIRECTOR'S REPORT**

Mrs. Satterly discussed the importance for the Memorandum of Understanding to KHEA. Mrs. Satterly explained that KHEA is trying to keep track of all student loans that are delinquent, Mrs. Satterly also explained that the Board has 30 days to cancel. It was explained to the Board that the Board Administrator will send KHEA a list of the certified holders at the beginning of each year. Motion was made by Ms. Keen for the Board to agree and approve signing the Memorandum of Understanding to KHEA. Motion, was seconded by Mr. Reams, motion carried.

Mrs. Satterly, discussed the Record Retention Schedule Recommendation to the Board. Mrs. Satterly explained that all files are being scanned and for the Board to review the schedule in case there should be any revisions. Motion was made by Mr. Reams to approve the Record Retention Schedule as it is. Motion, seconded by Ms. Keen, motion carried.

Mrs. Satterly, discussed the Occupation and Professions Virtual File Cabinet Security. Mrs. Satterly explained that the access to documentation managed by Occupation and Professions is secured through a variety of mechanisms that meet and/or exceed the Commonwealth's internal and external security standards.

### **COMPLAINTS AND OTHER LEGAL MATTERS-MS. FLEMING**

Complaint # 0405 – Agreed Order has been updated and mailed out.

Complaint # 0501 – Ongoing

Complaint #0502 - Ongoing

Complaint #0503 - Ongoing

Complaint #0504 - Dismissed

Complaint #0601 - Ongoing

Complaint #0602 – Ongoing

Complaint #0701 - Ongong

Complaint #0702 - Ongoing

The Board Attorney discussed the regulation and the changes that will be made on the application and cover sheet. Ms. Keen agreed to work on the Work Experience form and Mr. McKiernan agreed to work on the Supervision form.

### **OLD BUSINESS**

The Board was informed that the nomination letters have went out to all of the Certified Alcohol and Drug Counselors to be able to nominate the Counselor of the Year.

### **NEW BUSINESS**

Motion was made by Mr. Reams to approve the Board to purchase a plaque for the Counselor of the year. Motion seconded by Mr. McKiernan, motion carried.

Motion was made by Mr. Reams to approve Mr. Capobianco, CADC, NCAC II to sign off on the section 2 part c verification forms for the staff who had earned hours during the clinical supervision/practicum on the job training. Motion seconded by Mr. McKiernan, motion carried.

### **APPLICATION REVIEW**

Motion was made by Mr. McKiernan to approve all actions taken on applications for certification. Motion seconded by Mr. Reams, motion carried.

### **CONTINUING EDUCATION**

Motion was made by Mr. Reams to approve all actions taken on applications to provide continuing education. Motion seconded by Mr. McKiernan, motion carried.

### **TRAVEL**


Motion was made by Mr. McKiernan for approval of travel for today's meeting. Motion seconded by Mr. Reams, motion carried.

### **NEXT MEETING**

May 2, 2007

### **ADJOURNMENT**

Being no further business to come before the Board, the meeting adjourned at 12:50 p.m.



Approved